

17 DEC 1974

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MEMORANDUM FOR: Plans and Programs Staff/OL

SUBJECT : Material for Presentation At the Winter
Conference of Deputy DirectorsREFERENCE : Mult Adse Memo dtd 6 Dec 74 fm D/L,
subject sameAnti-inflation MeasuresProblems and/or Suggested
Improvements1. Paper Conservation

a. Reuse of envelopes, folders, scrap paper for notes, etc. A 90 day testing period, ISAS initiated, is being conducted of reusable plastic envelopes to determine their practicality as a substitute for standard paper envelopes.

Still not observed Agency-wide. Top management, possibly, through use of ISAS and RMO's, should stress the importance of employee education on conservation practices.

b. Production of paper tablets by Printing Services Division from scrap paper (sizes 3x5, 5x8, and 8x10). These tablets are allocated to BSB Supply Room at negligible cost to PSD and no cost to the customer. ✓

This paper conservation measure is operating well and is an effective cost reduction measure.

c. Elimination of duplicate courier receipt forms in use by Agency courier services.

Action on centralizing Agency courier receipts with a single form will be delayed until OL takes over complete Agency courier system.

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2. Energy Conservation

a. Reduction in gasoline consumption due to a decrease in miles traveled by Agency vehicles as a result of consolidation of the garage facility at Headquarters, and Agency Courier Service consolidation.

compatible data for corresponding periods in FY 74 and 75 show that monthly mileage and gasoline consumption during FY 75 have increased due to greater Agency vehicle usage. Management should stress the necessity to eliminate nonessential use of Agency vehicles.

3. Cost Reduction Measures

1. Elimination of 10 courier positions, 5 to 8 vehicles, and a reduction in courier runs and gasoline consumption as a result of Courier Service consolidation measures.

Net effect of the Courier consolidation will not be felt until FY-76.

2. Savings in Mail and Courier Branch because of closer monitoring of Penalty Indicia postage (preprinted postage on envelopes). ✓

Continue program to educate customers on postage conservation.

3. Reissuing overhauled manual typewriters by Building Services Branch.

Majority of turn-in manual typewriters are obsolete and nonserviceable. The result is a shortage of issuable manual typewriters with no immediate resolution.

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4. Utilization of BSB
storage area for stocking
reissuable unitized metal
furniture items. This
reduces number of metal
furniture requests filled
by [REDACTED].

Limited space necessi-
tates the storage of
only the more frequently
requested unitized metal
furniture items.

5. Elimination of
non-essential adminis-
trative supply items
from BSB Supply Room.

No customer resistance
has been observed.
Continue program of
eliminating supply
items that are non-
essential and/or
overly expensive
where cheaper
substitutes are available.

6. Increase minor
work orders in Space
Maintenance and Facilities
Branch from \$50 to \$100
limit per request. This
procedure has reduced
paperwork for the
Agency and GSA by
approximately 20%, for
minor job orders.

No problems to date.
Continue implementation.

7. Review of
[REDACTED]
[REDACTED] Space Maintenance
and Facilities Branch to
improve internal control
and eliminate position
of machinist.

In light of the operational
acceptability of the
present tube system, the
costs associated with a
remote monitoring system
or any other attempt at
tube system automation
are prohibitive. Because
most machine shop work
is not Carrier Maintenance
related, the position of
machinist will be eliminated
and work contracted with
commercial concerns.

[REDACTED]
Chief

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